

THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SEABROOK MET ON **THURSDAY, AUGUST 11, 2022** AT 6:00 P.M. AT SEABROOK CITY HALL TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA ITEMS LISTED BELOW.

BOARD MEMBERS PRESENT:

PAUL R. DUNPHEY	CHAIR
TERRY CHAPMAN	VICE-CHAIR
KEVIN FERGUSON	TREASURER
ERNIE DAVIS	SECRETARY
GARY BELL (exc. absence)	MEMBER
BUDDY HAMMANN	COUNCIL REPRESENTATIVE
THOMAS KOLUPSKI	MAYOR

ALSO PRESENT WERE:

GAYLE COOK	CITY MANAGER
STEVE WEATHERED	CITY/EDC ATTORNEY
PAUL CHAVEZ	DIRECTOR OF ECONOMIC DEVELOPMENT
PAT PATEL	ADMIN COORDINATOR

EDC Chair Paul Dunphey called the meeting to order at 6:00 p.m. and declared that a quorum was present.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments.

2. PRESENTATIONS

2.1 EDC Director's report on economic development activities for July 2022.

New EDC Board Member oath of office and sign in – Buddy Hammann as City Council representative.

Director Paul Chavez presented the monthly activities for July.

2.2 Presentation by Clear Lake Area Chamber of Commerce.

- Request for renewal for \$10,000 for period Oct. 1, 2022 to Sept. 30, 2023
- All the privileges of the Basic Chamber Membership
- Annual Chairman's Ball Awards Gala includes two tickets to the event
- Two tickets to every (11) monthly membership luncheon.
- Online membership directory upgrade to a Category Sponsorship advertisement.
- City Name scrolled on home page of Chamber website
- City Name and Logo in Chamber publications including but not limited to Chamber event programs and PowerPoint presentations.

- E-blast promotions in monthly "On the Horizon" emails to membership on the 15th of each month. (ad due on the 10th) of city-wide public activities.

Year in Review:

- 800 members, 19 board of directors, 5 personal staff
- 9 Cities: Seabrook, Clear Lake Shores, El Lago, Houston, Kemah, League City, Nassau Bay, Taylor Lake Village, and Webster
- 6,000 facebook followers, 1,100 instagram followers, 700 twitter followers
- Leadership Clear Lake Program – Houston's next generation of community leaders – 23 new students in the class of 2023
- Resource Center – published Clear Lake Area Magazine & Business Resources Guide
- Business Advising at the Chamber office – San Jacinto College Small Business Development Center - \$21.5M secured funding, 29 jobs saved, 224 jobs created, 22 business starts
- New Teachers' luncheon – welcomed 400+ new teachers to CCISD with support from the business community
- 61 Educational programs, 60 networking events, 100k+ visitors at community events
- Advocating – Texas Reskilling and Upskilling through Education (TRUE) bill support, Coastal Texas Protection and Restoration Feasibility Study support, Urging Congress to support American Manufacturers by funding CHIPS and FABS. Federal support for the aviation industry, keeping a strong local economy. Supported I-45 North expansion.
- Podcast – Clear Lake Connections – connecting you to the local community along with the people behind the brands of Bay Area Houston with weekly episodes. Chamber Champions – engaging the membership on the many things the Clear Lake Area Chamber does to help support our mission.

3. NEW BUSINESS

3.1 Consider and take all appropriate action on renewal of the Clear Lake Area Chamber of Commerce contract beginning October 1, 2022 thru September 30, 2023 in an amount not to exceed \$10,000 for promotion of new or expanded business development. This is a budgeted item.

The Board discussed the item and wanted to know what the additional \$2,000 cost on the contract was for. Chamber representative Cindy DeWease explained that this is an optional payment that is invoiced separately for sponsorship of the Christmas Boat Lane Parade. Mayor Kolupski stated that he has been paying for the extra \$2,000 for the Boat Lane Parade out of his stipends for the last four years. After further discussion, the board agreed to add the \$2,000 to the EDC Budget as an optional cost under Advertising. Furthermore, the board wanted to discuss and get more information on the Clear Lake Chamber luncheons and annual Chairman's Ball Awards Gala to be included as a future agenda item to nominate a board member to attend.

Motion made by Terry Chapman and seconded by Kevin Ferguson.

To approve the renewal of the Clear Lake Area Chamber of Commerce contract for \$10,000 with the amendment that the additional amount for \$2,000 for the Christmas Boat Parade be considered as an optional funding amount in the contract, and it be included under EDC account number 5010 Advertising.

MOTION CARRIED BY UNANIMOUS CONSENT

3.2 Consider and take all appropriate action on the election of officers (Chair, Vice-Chair, Secretary, and Treasurer) of the Seabrook EDC Board for the next fiscal year 2022-2023.

Motion made by Kevin Ferguson and seconded by Ernie Davis.

To keep all EDC Board Member positions the same and replace Jeff Larson with Buddy Hammann as Council Representative.

- Chair – Paul Dunphey
- Vice-Chair – Terry Chapman
- Treasurer – Kevin Ferguson
- Secretary – Ernie Davis
- Member – Gary Bell
- Council Representative – Buddy Hammann
- Mayor – Thom Kolupski

MOTION CARRIED BY UNANIMOUS CONSENT

3.3 Consider and take all appropriate action on the renewal of the Administrative Staffing Services Agreement for fiscal year 2022-2023, in an amount not to exceed \$288,942. This is a budgeted item for FY 2022-2023.

Chair Paul Dunphey explained to the rest of the board that this Agreement utilizes City employees to perform the following services for and on behalf of the EDC: (a) Accounting and financial services (b) Professional contract administration services (c) Administrative/secretarial support (d) Construction contract administration services (e) Marketing services (f) Director of Economic Development (g) GIS / Data services (h) Any other reasonable services in furtherance of the purposes of the EDC and authorized by the Act.

The current agreement is at \$274,105, which would be about a 4-5% increase for the 2022-2023 fiscal year. Mr. Chavez stated that this amount includes the Step increase amount for this year as well as the changes made based on the salary surveys that have been conducted by the City. Those presentations were made to City Council and City Council will be finalizing their budget before October 1.

Mr. Ernie Davis asked what would happen if City Council does not approve those increases. He stated that if those increases are not approved then this figure should go down. City Attorney Steve Weathered stated that the EDC would be paying \$288,942 as budgeted for fiscal year 2022-2023.

Motion made by Ernie Davis and seconded by Kevin Ferguson.

Motion to approve the Administrative Services Agreement presented tonight in the amount of \$288,942 with the stipulation that it be adjusted if needed to reflect the actual employee salary increases approved by City Council.

City Attorney Steve Weathered stated that the EDC needs to have this amount budgeted first and then reimbursed. Mr. Davis stated that if City Council does not

159 approve those employee cost increases then the amount of the agreement should
160 come down. Mr. Weathered explained that he cannot modify the contract that's being
161 presented because (1) the amount has to be budgeted and (2) there has to be
162 revenue there. What this contract states is that if the amount is not utilized, the
163 revenue that is not expended will come back to EDC for the purposes expressed in
164 the contract. Mr. Davis stated that this language is not written in the contract. Mr.
165 Weathered explained that on page 2 of the contract it states "Such reimbursement is
166 predicated on the approval of the budget by both the EDC Board and City Council
167 and is contingent upon such amount being collected in sales and use tax dollars for
168 the fiscal year". Mr. Davis stated that we are reimbursing the City for actual
169 expenses therefore if City Council decides not to give the raises that are booked into
170 this number, then the number should be lower, but the contract does not reflect this.

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172 Mr. Ernie Davis stated that he would like to withdraw his original motion and make
173 another motion to table the Staffing Services Agreement until after City Council has
174 approved its employee salary increases. Motion to table seconded by Kevin
175 Ferguson.

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177 MOTION CARRIED BY UNANIMOUS CONSENT
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179 **3.4 Discuss, consider and take all appropriate action on EDC Goals for the next**
180 **fiscal year 2022-2023.**
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182 EDC Director, Paul Chavez explained that this item is a continuation and update of
183 last month's goals discussion. Per the board members' recommendations of updates
184 to the goals, the following would be the focus for fiscal year 2022-2023:
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- 186 • Promote Seabrook branding, image enhancement, communication and key
187 marketing initiatives.
- 188 • Focus on the development and promotion of Old Seabrook.
- 189 • Provide guidance to the Seabrook City Council on economic development
190 decisions and future land uses.
- 191 • Support initiatives that promote the redevelopment of the business corridor
192 along SH146 and Red Bluff.
- 193 • Review and potential expansion of incentives for overall business
194 development incentives for local relocation and new development – including
195 district specific incentives.
- 196 • Recommend to the City's Capital Improvement Program (CIP) for capital
197 projects such as streets, drainage and other infrastructure improvements that
198 benefit business development.

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200 Motion made by Ernie Davis and seconded by Terry Chapman.

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202 To approve the EDC goals for fiscal year 2022-2023 as presented.
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204 MOTION CARRIED BY UNANIMOUS CONSENT
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206 **3.5 Consider and take all appropriate action on the proposed EDC Budget for the**
207 **next fiscal year 2022-2023.**
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209 Motion made by Ernie Davis and seconded by Terry Chapman.
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211 To approve the EDC budget as presented with the increase of \$2,000 for the
212 Chamber of Commerce Boat Parade in account number 5010 under Advertising.

MOTION CARRIED BY UNANIMOUS CONSENT

4. ROUTINE BUSINESS

4.1 Approve minutes of the July 14, 2022 regular meeting.

Motion made by Kevin Ferguson and seconded by Terry Chapman.

To approve the minutes as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

4.2 Establish future meeting dates and agenda items.

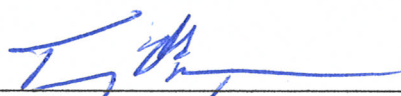
Next meeting: September 8, 2022 at 6:00 p.m.

Upon motion duly made, the meeting was adjourned at 7:13 p.m.

APPROVED ON THE 8th DAY OF September 2022.



Pat Patel,
EDC Administrative Coordinator



Terry Chapman, EDC Vice-Chair